

**Village of Belleville
Public Works and Parks Committee Meeting
March 28, 2013
Minutes**

Present: Gary Ziegler, Ben O'Brien, Daniel Rung, Jerry Butts

Absent:

Guests: Kevin Lord (MSA)

Meeting Called to Order by Gary Ziegler at 6:04 p.m.

Approval of Minutes – No minutes to approve.

Visitors Wishing to Speak on Items Not on the Agenda – There were no visitors wishing to speak on items not on the agenda.

Visitors Wishing to Speak on Agenda Items – There were no visitors wishing to speak on items on the agenda.

Public Works Director Report – See attached report.

Jerry Butts discussed several items with the Public Works and Parks Committee.

Water Leak – There was a major water main leak on Main Street between Grant Street and Lincoln Street. The leak caused water to flood the garage and run down the driveway at 405 W. Main Street (Marlene Sarbacker). The Public Works Department removed the water from the garage. Marlene believes that the amount of water that ran down her driveway caused the driveway to crack. Marlene believes that there should be a storm water inlet placed west of her driveway. Jerry and Kevin Lord will review the request and report back at a future Public Works and Parks Committee meeting. Jerry will advise Marlene that her request is being reviewed.

Sitting Water Problem – There is sitting water behind some houses on Mitchell Street. Jerry believes that some landscaping could take care of the problem. Jerry and Kevin will review the situation and report back at a future Public Works and Parks Committee meeting.

Flooding – The residence at 232 N. Park Street (Rick/Debbie Bongard) had some minor flooding during a recent rain event. Jerry feels that the problem is caused by the snow that sits along the curb and gutter. Jerry will work with the homeowner and Federal Industries to remedy the problem in the future.

New Phosphorous Rules for Wastewater Treatment Plant – Jerry and Kevin discussed the new Phosphorous level rules that will become effective in 2015. Kevin will have Tom Fitzwilliams attend a future Public Works and Parks Committee meeting to discuss the new rules and their implications on the Village.

Compost and Waste Oil Site Hours – Jerry distributed a copy of the Compost and Waste Oil Site Hours for 2013. Jerry will review the motion passed by the Village Board to ensure that the days/times are consistent with the motion.

New Stop Sign – Jerry reported that he has received a request from a resident on Gehin Street to install a stop sign on Prisk Street at Gehin Street. Jerry will discuss this request with Bill Eichelkraut. The Police Committee should make any recommendations regarding placement of additional stop signs.

Engineers Report – See discussion at agenda items below.

Old Business

Meter Hardware/Software/Meter Replacement – Jerry Butts reported that there are five (5) meters remaining to be installed (4 Residential, 1 Commercial). Jerry reported that Donna Anderson has sent letters to the property owners that have not responded to the previous requests to install new meters.

Review Urban Forestry Plan & Tree Inventory Summary and Emerald Ash Borer Readiness Plan – Tabled to a future Public Works and Parks Committee meeting.

Far West Side Planning (Includes Bell West, Baker's Woods and Shamrock Hills Subdivisions) - Kevin Lord reported that he has sent a letter to Francois/Fox regarding the final paving of the current streets in the Bell West subdivision.

Parks Projects Recommendations – Gary Ziegler reported the the Village had received a Task Order form MSA regarding several Community Park Projects. April Little thought that the Task Order needed to be reviewed and revised. The Public Works and Parks Committee discussed a long list of possible Projects for the Community Park. Kevi Lord was instructed to provide a Task Order that incorporated the following Projects:

New Bathroom/Storage Building/Lunch Stand (including Kitchen Area and Serving Area). This building could be sited at the location of the current lunch stand at the baseball diamond or other locations such as the left field line of the baseball diamond. The plans for siting at the current lunch stand location should also include the possible future addition of a pavilion;

Options for the current bathrooms and skate shack;

Additional Projects as determined by April Little,

The Public Works and Parks Committee also discussed the possible demolition of the current cook shack and skate shack. Further discussion on these Projects will occur after the new Task Order has been received

Fee Schedule – Tabled to a future Public Works and Parks Committee meeting.

Urban Forestry Grant/Tree Removal/Tree Planting – Jerry Butts reported that the Park Tree/Stump Removal portion of the Project has started and will be done by March 31, 2013.

Jerry reported that tree planting will be done in Spring, 2013. The Public Works and Parks Committee will need to develop a Request for Proposal (RFP) for tree trimming in 2013.

Main Street Sidewalk, Decorative Brick and Tree Recommendations – Tabled to a future Public Works and Parks Committee meeting.

Garbage/Recycling Contract – Gary Ziegler reported that Garbage/Recycling Contract has been signed and went into effect January 1, 2013. Jerry Butts reported that he has received very few complaints regarding garbage or recycling service.

2013 Budget – The 2013 Budget has been approved. The Public Works and Parks Committee will review the year-to-date budget numbers at their next meeting.

Capital Improvement Plan - Tabled to a future Public Works and Parks Committee meeting.

Forms Review - Gary Ziegler reported that the Village Hall has been in the process of reviewing and revising the forms used by the general public. Gary distributes the following REVISED forms:

Permit for Park or Shelter or Building Use

Application and Permit for Public Right-of-Way/Public Opening
Permit for Tree Planting
Tree Removal Permit
Street Use Application
Permit to Sell Fireworks
Permit for Public Exhibition of Fireworks Displays

The Public Works and Parks Committee reviewed the REVISED forms. A minor change was made to the Permit for Park or Shelter or Building Use Form. **Motion by Ben O'Brien, swcomded by Daniel Rung to approve the following REVISED forms:**

Permit for Park or Shelter or Building Use
Application and Permit for Public Right-of-Way/Public Opening
Permit for Tree Planting
Tree Removal Permit
Street Use Application
Permit to Sell Fireworks
Permit for Public Exhibition of Fireworks Displays

Motion carried.

Gehin Property Easement – Jerry Butts reported that he and April Little will set up a meeting with Neal Gehin to discuss the wording for the Easement document. They will forward the document to the Public Works and Parks Committee dor their review after it has been drafted.

Public Works Department Job Descriptions/Succession Planning/Reorganization - Tabled to April 1, 2013 Public Works and Parks Commiittee meeting.

Badger State Trail/Pedestrian Bridge Link – Gary Ziegler tported that the Village has accepted the DNR Grant monies at their February 4, 2013 meeting. Gary also reported that the Village Board JSD Professional Services, Inc, is developing a Task Order for this Project.

Community Park/Pedestrian Bridge/Lake/River Issues – Tabled to a future Public Works and Parks Committee meeting.

Ordinance Review – Tabled to a future Public Works and Parks Committee meeting.

Property Maintenance Ordinance Enforcement – Tabled to a future Public Works and Parks Committee meeting.

Sewer Use Adjustment Policy - This item was included pn the agenda in error. This item was acted on at the November 27, 2012 Public Works and Parks Committee meeting.

New Business

Parks Use Requests - The following Park Use Requests have been received:
No request were received.

Utility Bill Adjustment Request – The following Utility Bill Adjustment Requests have been received:
No requests were received.

Stormwater Utility Credit Requests – The following Stormwater Utility Credit Request have been received:
No requests were received.

Water Loss – Gary Ziegler reported that Donna Anderson contacted him regarding Water Loss. Donna

and Jerry Butts reported that there was an entry error in the Utility billing software with several meters. The multiplier for the meters was entered incorrectly. Donna verified with the Public Service Commission that the Village could bill the users for the difference. Gary instructed Donna to prepare a letter of explanation and bills for the affected accounts. The letter and bills were mailed to the users.

Jerry would like to conduct a water loss survey. It has been several years since the Village has conducted a similar survey. Jerry will solicit bids to conduct a water loss survey.

The possibility of charging for water used for rural fires. Gary will have this item placed on a future Village Board meeting agenda. The Fire and EMS Association is currently discussing the possibility of billing for Fire calls which could include water used.

MSA Task Order for Greenview Place East Diversion Pond Retrofit – This item was included on the agenda in error. This item was acted on at the February 4, 2013 Public Works and Parks Committee meeting.

2013 Street/Sidewalk Repairs – Jerry Butts reported that there is \$35,000.00 in the 2013 budget for street/sidewalk repairs. There were no carry over funds from 2012. Jerry will develop a list of potential street/sidewalk repairs to be discussed at a future Public Works and Parks Committee meeting.

2013 Seasonal Employee – Tabled to a future Public Works and Parks Committee meeting.

Public Works Director Hiring Process/Timeline - Tabled to a future Public Works and Parks Committee meeting.

The Public Works and Parks Committee will meet on the following dates:

Monday, April 1, 2013 – 6:00 p.m. – Village Hall
Monday, April 29, 2013 – 6:00 p.m. – Village Hall

Motion by Ben O'Brien, seconded by Daniel Rung to adjourn (9:20 p.m.). Motion carried.

Respectfully submitted,

Gary J. Ziegler, Chair
Public Works and Parks Committee